

## **Minutes for Westford Recycling Commission**

**Meeting date and time:** October 12, 2006, 7:30 p.m.

**Location:** Cameron Senior Center

**Attendees:** Andy Bergamini, Ellen Harde, Gerry DiBello, and Barbara Theriault

**Guest:** Kris Erickson, resident

**Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in these minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.**

**I. Action Items are due by November 9 meeting. Previous (open) action items are in bold.**

### **ALL MEMBERS**

- 1. Put some thought into writing a Mission Statement for the Commission that can be included in the next Westford Master Plan.**

### **ABBY**

- 1. Continue to assemble a list of community based organizations.**
- 2. Finalize design of a new Westford Recycling Commission logo with Andy.**
- 3. Create a flyer for the Household Hazardous Waste Collection on November 4, 2006.**
- 4. Talk to the Westford Boy Scouts about collecting button batteries.**

### **ANDY**

1. Ask Christine at Integrated Paper Recyclers how many new toters have been delivered.
2. Obtain statistics about recycling per capita in MA towns.
3. Respond to a resident who is waiting for toters.

### **BARBARA**

- 1. Work on the waste/recycling collection data spread sheet with Elizabeth.**
- 2. Update tonnage summary spread sheet for data on paper shredding in June.**
- 3. Request that the editor of the Eagle add the recycling logo to press releases.**
- 4. Update the annual calendar for events, activities, and tasks for the Commission.**
- 5. Submit town recycling statistics to Mike Sawyer to post on the WRC web site.**
6. Submit September 14, 2006, meeting minutes to the Town Clerk.
7. Write a draft of the October 12, 2006, meeting minutes and email to members.
8. Ask Ray to return sandwich boards to **Ellen** on October 22 after the brush collection.
9. Ask Ray to pick up the sandwich boards on October 29 from **Ellen** and place in four locations for the HHW collection and then to retrieve them on November 5.
10. Write a press release for the HHW collection on November 4.

### **ELIZABETH**

- 1. Continue to work on the Hazardous Waste Collection.**
- 2. Ask Joyce and Leo Demers if they would like to help at the HHW collection.**
- 3. Find people to help out at the HHW Collection on November 4.**

### **ELLEN**

- 1. Obtain the amount of paper tonnage from the shredding event on June 24.**
- 2. Call former Westford Recycling Commission member, Mike Gustin, to inform him of the change in the Westford Recycling Commission logo.**

3. Locate tickets for the HHW if **Gerry** does not have them.
4. Ask the School Department if they have an old truck to loan for the HHW collection for oil paint and random waste.
5. Ask Richie Crocker for a list of the HHW contents of the School Dept. truck.
6. Get figures for the yard waste collections to **Gerry**.
7. Provide a copy of the 2004 HHW flyer to **Barbara**.
8. Obtain realtor office contact information for Kris Erickson.

## **GERRY**

1. **Call Bill Peters who holds the TLC banner and pick it up to make changes on it.**
2. See if he has a press release from 2004 for the HHW collection for **Barbara**.
3. Make changes (through Mike Sawyer) to the recycling web site: information on returning old bins; and pro-rated pricing on the remaining yard waste collections.
4. Relay the data on yard waste collections to **Barbara**.
5. Look for tickets to use at the HHW collection.

## **KRIS**

1. Contact a few realtor offices and research how they would be able to use the recycling information packet.
2. Find out how her gym at work manages the sneakers collection.

## **II. Key Points/Decisions from the Meeting (following the printed agenda)**

1. The September meeting minutes were approved with one addition from **Gerry** and will be forwarded to the Town Clerk by **Barbara**.
2. Hazardous Waste Collection
  - a. **Abby** did not attend the meeting to discuss the flyer. **Ellen** will contact her.
  - b. **Elizabeth** via email:
    - 1) Updated and approved the HHW cable notice;
    - 2) Requested a member submit a press release to the Eagle (**Barbara** volunteered and will get past HHW information from **Ellen** and/or **Gerry**);
    - 3) Set the target date of October 18 for the flyer to be mailed;
    - 4) Thanked Mike Sawyer for placing an announcement of the HHW on WRC web site;
    - 5) Suggested we use the same ticket process as in 2004 and locate the tickets;
    - 6) Contracted with Crisafulli School;
    - 7) Reported on the site visit with Clean Harbors at Crisafulli School and noted there will be a single line of cars with no backups anticipated;
    - 8) Announced Interstate Batteries will take lead-acid batteries to be stacked on palettes and picked up by IBS no later than Sunday;
    - 9) Appreciated **Gerry** for asking Acme Waste to provide a roll-off for trash (alkaline batteries, empty latex paint containers, etc.) providing significant savings;
    - 10) Appreciated **Gerry** for the suggestion and **Andy** for the efforts to have Integrated Paper Recyclers provide a roll-off for uncontaminated cardboard/paper waste, also providing significant savings;
    - 11) Thanked **Barbara** for submitting the cable announcement.
    - 12) Thanked **Abby** for working on the flyer and coordinating the printing/shipping;
    - 13) Stated that the staffing schedule is well under way and will be finalized the week of October 23 ( **Ellen** said that Drew Goodrich can be a volunteer if needed);
    - 14) Requested 25 orange cones from the Highway Garage;

- 15) Promised to post full updates for the HHW on [www.westfordrecycles.org](http://www.westfordrecycles.org) no later than October 24;
  - 16) Inquired about positioning the sandwich boards with HHW signs around town (**Barbara** and Ray will obtain them from **Ellen** and set them in four locations the week of the collection);
  - 17) Reported positive results working with Dawn from Clean Harbors who suggested the School Department truck with HHW arrive at 8:30 and be unloaded so the material can be sorted and processed during slow times, and also that we learn beforehand what the truck will be bringing to the collection (**Ellen** will find out.);
  - 18) Questioned if the HHW collection is only for Westford residents (yes, it is);
  - c. **Andy** wants to find an old truck that could hold the oil paint. **Ellen** thinks the School Department might have one and will look into it;
  - d. **Barbara** would like to have an experienced person on each shift of the HHW collection.
3. Yard Waste Collection
- a. **Ellen** received several calls on October 7 from subscribers who thought there was to be a yard waste pickup that day. Apparently the postcards with the updated schedule never reached the subscribers. **Ellen** mailed "apology" postcards with reminders of the three remaining pickup dates: October 28, November 4, and December 2.
  - b. Residents can still opt in for the yard waste collections at a cost of \$37.50 (3 dates), \$25 (2 dates), or \$12.50 (1 date). **Gerry** will update the web site with this information.
  - c. We will post the volume of the collected yard waste on the WRC summary sheet.
  - d. **Ellen** said the response to yard waste collection subscription program has been good and that we may offer it again in the spring.
4. Realtor Packet
- a. Kris Erickson, our guest recruited by **Barbara**, is interested in exploring the distribution of a Westford recycling packet to realty offices in town.
  - b. The realtor packet might include a Recycling Guide, welcome letter and a promo item.
  - c. Kris may ask the realty office managers about the disposition of their recyclable paper.
  - d. **Ellen** will provide Kris with contact names in each realty office.
5. Getting the Schools Ready for Recycling - Completed
6. Other business
- a. **Gerry** brought up his desire for a sneakers collection and asked Kris if she might work on it. Kris wants to work on the realtor packet for now. However, she told us her gym at work has a sneaker collection box and will ask them how they manage it.
  - b. **Andy** presented his Mission Statement for the Commission. He will research the recycling figures per capita for MA cities and towns. This will help us determine when we reach our goal of leading the state in recycled vs. disposed trash per capita as stated on his proposed Mission Statement.
  - c. **Andy** commented that the WRC web site [www.westfordrecycles.org](http://www.westfordrecycles.org) is "awesome."
  - d. **Andy** via email on the size of the brush chipping crew: The ideal size is 5. There are safety issues as well as logistics like swapping out trucks when one gets full and manning the grill. We are satisfied and have no further questions on staffing.
  - e. **Andy** via email on charging for the brush collection: The WRC would man the money collection if there is a charge. The decision was made that the October collection is too soon to be changed to a fee-based collection and the spring collection is already

advertised in the Recycling Guide as free. We will discuss the topic before the printing of the 2007-2008 Recycling Guide re the 2007 fall brush collections.

Suggested price scale: Car or Trailer load - \$10; Pick-Up - \$20; and Dump Truck - \$30.

- f. **Gerry** says he can be the lone volunteer for future electronics collections and arrive at the beginning and end of the day. Reason is that Electronicycle is fully manned.
- g. **Ellen** forwarded a web site which offers recycled furniture to the Highway Garage for them to consider using recycled rather than new furniture in their new office.
- h. **Ellen** suggested that the School Department pay all bills for disposal of their electronics at future collections.
- i. **Gerry** will add information on the web site about residents returning old recycling bins to him once they have new toters.
- j. In response to residents, Scott and Angela Harkness, who complained about seeing all the water bottles tossed into the trash at the Stony Brook fields, **Ellen** asked **Andy** to arrange for three toters to be delivered from Integrated Paper Recyclers to the fields for recycling drink bottles. The contractor cut a bottle-sized hole in the top of each toter and **Andy** made laminated signs to go on the lids and sides to clearly mark the toters for recyclables only. The toters will be emptied each week during the sports season.

7. Action Item recap for next meeting. (See page one.)

8. Close out meeting

- a. The October meeting of the Westford Recycling Commission adjourned at 8:45 p.m.
- b. The next meeting of the Westford Recycling Commission will be on November 9 at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

### III. Other items for future discussion

- 1. Possible charges for the 2007 fall brush collection and posting in the Recycling Guide.
- 2. The feasibility of a Collect Everything Day in the next year.
- 3. Re: The request from Charlie De Rosa to Andy that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to publicize that suggestion.
- 4. Collecting sneakers to recycle.
- 5. The whereabouts of the video: Where Our Trash Goes.
- 6. Construction waste bans.
- 7. Using/promoting recycled products.
- 8. A yard waste subscriber program for spring 2007.
- 9. Toters for drink bottles at additional sports fields in town.

### IV. List of Accomplishments 2006

- 1. Held electronics collection April 1 at Blanchard School parking lot.
- 2. Held brush collections April 22 and April 29 at the Day School parking lot.
- 3. Created a Westford Recycling Commission web site address: [www.westfordrecycles.org](http://www.westfordrecycles.org) and updated and reorganized the content.
- 4. Started bi-weekly curbside collection of recyclable plastics 1-7.
- 5. Held yard waste collection June 10 at Nabnasset School.
- 6. Held electronics collection June 17 at Blanchard School.
- 7. Held document shredding event June 24 at Crisafulli School.
- 8. Mailed 2006-2007 Westford Recycling Guide to residents on June 30.

9. Assisted in the gradual distribution of new 64-gallon totes for paper and for GMP (glass, metal, and plastic) to residents by Integrated Paper Recyclers.
10. Arranged to have the book recycling container painted by Danielle Hunter in June/July.
11. Offered a yard waste collection pilot program for subscribers for four dates in the fall: September 23, October 28, November 4, and December 2.
12. Help organize and publicize two free brush collections, October 14 and October 22, at the Day School.
13. Arranged for three totes to be placed on the Stony Brook sports fields for recycling drink bottles.

Respectfully submitted,  
Barbara Theriault  
Secretary 10/12/06